

United States Mission Nigeria

Vacancy Announcement

No. 2015-034

Date: May 6, 2015

Ref: A96085

Subject: **LABORATORY BRANCH CHIEF**

Location: **ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)**

Applicability: **ALL INTERESTED CANDIDATES**

OPEN TO: All Interested Candidates

POSITION: Laboratory Branch Chief, FSN-12/FP-3

OPENING DATE: May 6, 2015

CLOSING DATE: May 19, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR-Ordinarily Resident:** N9,045,838.00 p.a
(Starting basic Salary) Position Grade: FSN-12
In addition to the basic salary, all allowances will be paid in
accordance with the U.S. Mission Local Compensation Plan (LCP).

NOR-Not Ordinarily Resident: AEFM – US\$77,498
EFM/MOH – US\$66,728 (Starting Salary) p.a
Position Grade: FP-03

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION (COM) AUTHORITY DOES HAVE TO BE ASSIGNED OFFICIALLY TO POST.

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the Laboratory Branch Chief position in the Centers for Disease Control (CDC) Nigeria office in Abuja.

BASIC FUNCTION OF THE POSITION:

Incumbent serves as the senior scientific and technical advisor to agency officials, PEPFAR implementing partners, the Nigerian Ministry of Health and other non-governmental organizations (NGOs) in the planning and strengthening of HIV-Related laboratory programs and activities. This position is responsible for program development; monitoring, reporting and close collaboration with partners to ensure that all service delivery and laboratory testing is carried out in accordance with program objectives and internationally recognized best practices. The job holder will lead all agency efforts to support and implement the Nigeria Medical Laboratory Strategic Plan, with a focus on quality management systems and quality improvement, strengthening the network of referral laboratories for HIV viral load and early infant diagnosis.

To obtain a copy of this announcement please visit our Mission websites at:

http://nigeria.usembassy.gov/hr_office.html

POSITION REQUIREMENTS:

NOTE: All applicants MUST address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Masters degree in laboratory science, medicine, biology, microbiology or chemistry is required.
2. Minimum of Eight (8) years progressively responsible work experience in clinical or public health laboratory settings; preferably laboratories providing support to HIV, TB, Malaria and other public health laboratory services at local, state or international levels, and additional three (3) years of supervisory/managerial experience with multiple staff is required.
3. Level IV (fluency) Speaking/Reading/Writing in English is required. Language Proficiency will be tested.
4. Comprehensive knowledge and experience in advanced laboratory techniques, procedures for laboratory diagnostics and associated technologies, including thorough public health knowledge of current communicable disease issues is required.
5. Incumbent must have comprehensive knowledge of Nigeria's laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations are required.
6. Intermediate computer skill in word processing, power point, spreadsheets and advanced knowledge of statistics and data analysis is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans receive preference. Therefore, candidates must specifically address the required qualifications in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism or conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently-employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired in a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. [Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus,
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.
5. **Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.**

6. **E-mails received without the appropriate subject line and incomplete applications will not be considered.**

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

Or submit to HRNigeria@state.gov

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency who is under COM authority, or at an office of the American Institute in Taiwan; and either:

A. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 Foreign Affairs Manual 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, unmarried, and under 21 years of age or, regardless of age, incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative, or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees receive compensation under a Civil Service (GS) or Foreign Service (FS) salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: MAY 19, 2015

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer

Drafted: HR: AUzman
Approval: S/HRO:WGooding
Cleared: CDC:CAvery